

National Back Exchange – Treasurer

Job Description and Procedures

Also see Calendar of Events

No.	Task	When	Procedures
1	Management of Accounts	Ongoing	<ul style="list-style-type: none"> • Support the Administration Office in compilation of the Associations accounts • Act as verifier for all income/expenditure related to the Associations business activities • Reconcile the accounts on a quarterly basis prior to posting on the Members/Executive website • Liaise with the designated Accountants & HMRC • Ensure the Annual VAT and Corporation Tax Return are submitted in a timely manner • Ensure the Associations accounts are independently verified on an annual basis by the designated Accountants • Oversee the application of the Associations Standing Financial Instructions • Maintain a current account balance of 25% of annual budget in line with the Standing Financial Instructions • Forward copies of all original correspondence related to the Associations accounts to the Administration Office
2	Strategic Management	Ongoing	<ul style="list-style-type: none"> • Advise the Executive Committee on budget goals and restrictions through the Financial Appendix to the Business Plan • Present a quarterly report to the Executive Committee on the status of income/expenditure against budget targets set in the Associations Business Plan • Ensure there is adequate insurance provision to cover contents, stock and assets, third party liability and Conference • Lead on tendering activities for the purchase of new services on behalf of the Association • Investigate all reports of suspected/alleged fraud and liaise with the Executive Committee in line with the Associations Fraud Policy • Review the Associations Standing Financial Instructions, Expenses Policy and Fraud Policy on a bi-annual basis • Monitor the “Terms of Reference” and fees of the Associations designated Accountants

No.	Task	When	Procedures
3	Payroll Management	Ongoing	<ul style="list-style-type: none"> • Process monthly payroll in a timely manner including payment of NI/PAYE contributions • Monitor annual leave entitlement and sickness absence and report to the designated Accountants as applicable • Review salary and/or annual leave entitlement on an annual basis • Reconcile Net payment against SO payment on an annual basis • Maintain accurate records on payroll expenses
4	Executive Committee	8 meetings per year	<ul style="list-style-type: none"> • Ensure attendance at Executive Committee meetings and Business Planning event • Maintain regular communication with Executive Officers and the Admin Office via Gmail • Forward a fortnightly report via Gmail to all Executive Officers on the action points achieved in the previous fortnight • Forward a written report on all actions achieved from the previous meeting to the National Secretary at least 2 weeks prior to each Executive meeting • In accordance with the Nolan principles of Public Life, declare any potential conflict of interest related to items of business discussed by the Executive • Notify the Executive Committee of any intention to retire at least 3 months prior to the AGM • Actively seek to recruit a successor to the role upon intention to retire • Provide mentorship to the incoming Treasurer from point of election through to the Business Planning Meeting of the following year
5	AGM	Annually	<ul style="list-style-type: none"> • Prepare a written Treasurer's report based on the Associations independently verified accounts and the Business Plan for the coming year • Present the intended Treasurers report to the Executive Committee for approval prior to circulation to the membership within 28 days of the AGM • Attend the Annual General Meeting to present the Treasurers report and respond to questions